



Revolving Doors Agency  
Room 2A31  
South Bank Technopark  
90 London Road  
London SE1 6LN  
020 7407 0747

December 2021

Dear applicant,

### **Recruitment – Communications Officer**

Thank you for your interest in applying for the post of Communications Officer at Revolving Doors Agency (RDA).

This is a 'hands on' and creative role – expect to work closely with people with lived experience and with colleagues in our influencing team, to be flexible and to take initiative.

Alongside this letter you will find:

- The job description and person specifications for the post
- Diversity and equal opportunities monitoring form.

To apply for the role please send in your CV and a short covering letter of no more than 2 sides of A4 setting out what you will bring to the role and how you will meet the requirements of the job description and person specification. Your CV should include the details of two referees. Applications should be attached and sent by email to: [admin@revolving-doors.org.uk](mailto:admin@revolving-doors.org.uk) with 'Communications Officer' in the subject line.

We are inviting applications by **5pm on Friday 14<sup>th</sup> January 2021** with interviews to be held over zoom the following week.

If you would like to speak further about this opportunity, please email [sarah.skues@revolving-doors.org.uk](mailto:sarah.skues@revolving-doors.org.uk) to arrange a chat.

**Please note that we welcome applications from people with prior convictions, in accordance with our policies.**

Thank you again for your interest and I look forward to hearing from you.

**Pavan Dhaliwal**

**Chief Executive**